FUNCTIONS: CIA
✓FUNCTIONS: (S) NRO

[redacted]

~~SECRET~~/2215542Z January 1965

[redacted]

CORONA

1. There have been several instances recently where CORONA contractors have received cables, letters and/or phone calls from various sources in the government which have requested and/or directed that certain work be accomplished. Therefore, at the request of the contractors and in the best interests of overall management of this program from a contracting and contract administration standpoint, a reiteration of the [redacted] contracting officer's policies and procedures covering this program is set forth below:

A. Contractors shall not implement or conduct work outside the contract scope and/or specifications without the expressed approval of the contracting officer or his duly authorized representative. For information of all concerned, this sole duly authorized representative is [redacted] located at [redacted]

B. The contractual instruments which constitute contract specifications and/or scope are presently set forth in your respective contracts. These may be changed only by written direction from the contracting officer or in the form of a technical directive signed by the contracting officer or his duly authorized representative.

C. In order for the contracting officer or his duly authorized representative to expeditiously handle the approvals of requests for changes and/or technical directives, it is mandatory that they be kept informed of such proposed increases in contract scope from the very beginning. This will enable the contracting officer to ascertain the availability of funds, obtain additional facilities, if necessary, and determine from high authority that the change is satisfactory from an operational standpoint.

2. In view of the foregoing, it is requested that the contracting officer be furnished at the time of initiation copies of correspondence or made info on cable correspondence of all requests for additional work made by any agency of the government. With respect to contemplated effort to be conducted at [redacted] all requests and responses will be sent through [redacted] with info copies to the contracting officer.

UNCONTROLLED COPY

[redacted]